

SSO Setup Guidance (All providers)

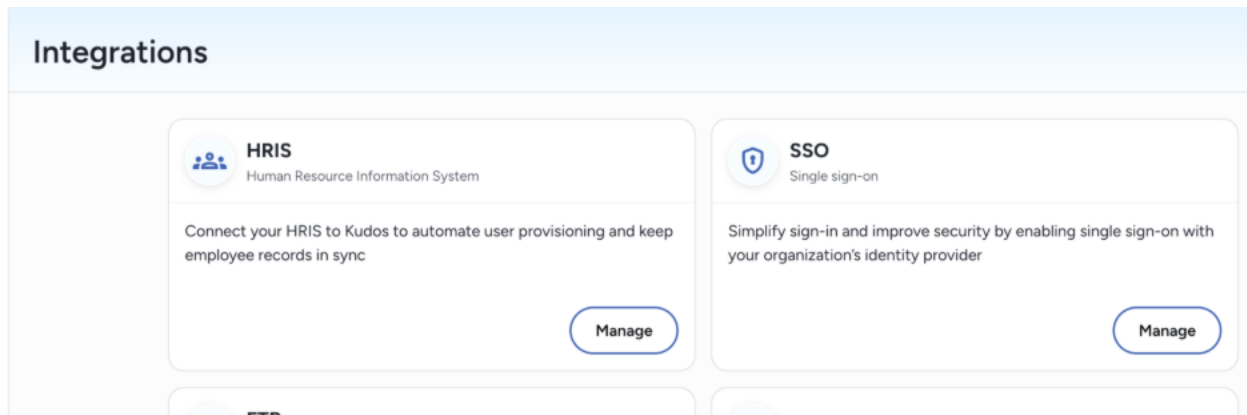
The following instructions apply to all providers. For Microsoft-specific instructions, consult our SSO setup guidance for Microsoft Entra (formerly Azure).

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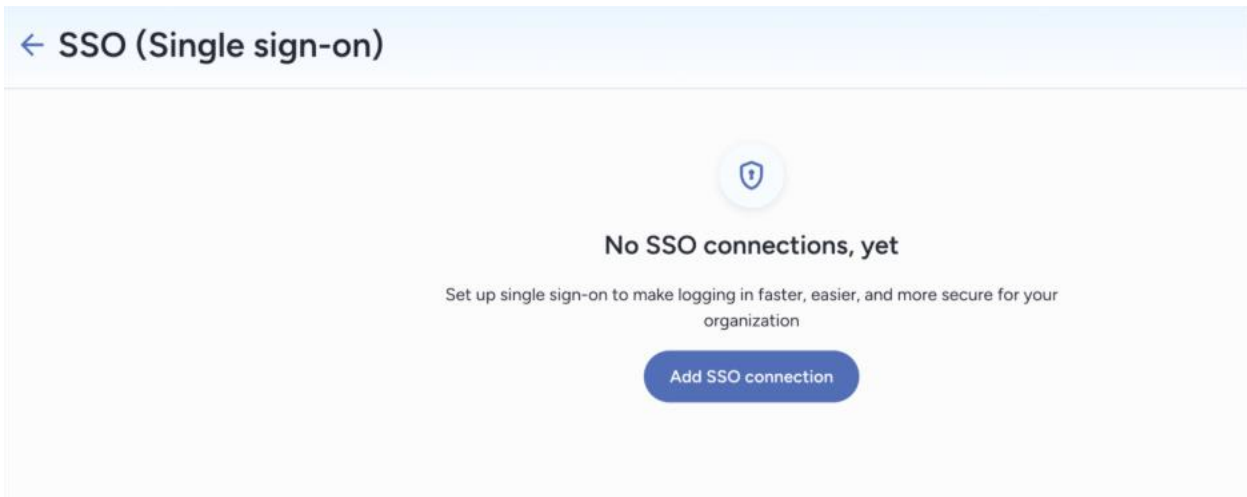
Step 1 – Create an SSO Integration in the Kudos Platform

From within your Kudos account (you must be logged in as an Admin), go to:

- Admin menu
 - Integrations
 - Click “Manage” on the SSO tile



Then click “Add SSO connection” to create a new connection:



Take note of the Kudos provider information section. [Download this file](#). You will need it in a later step.

Kudos provider information You can either download this information to upload to your SSO provider, or copy and paste it directly into your provider's setup fields ↓ Download	Entity ID <code>https://api.kudosapp.dev/ide</code>
	Audience (ACS) <code>https://api.kudosapp.dev/ide</code>
	Name ID format <code>urn:oasis:names:tc:SAML:2.0</code>

Do not save or close this form yet, we will return to it in a later step!

Step 2 – Create the SSO application in your Identity Provider

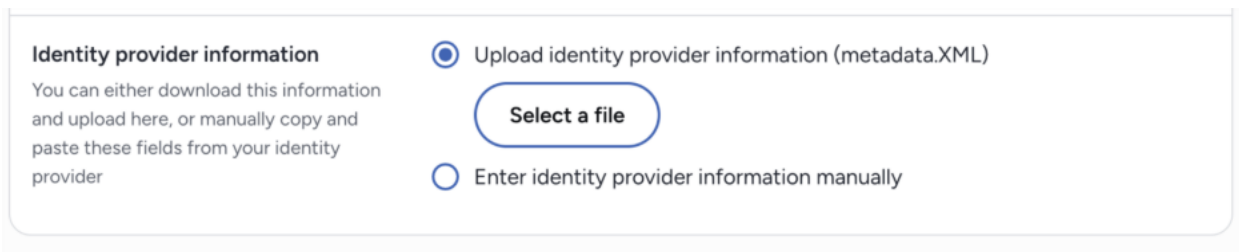
Go to your SSO *Identity provider*, e.g. OneLogin, and create a new application. You will need to specify a name, but no other fields should be required for this step.

Step 3 – Download identity provider metadata

Download the *Identity Provider Metadata* XML file for this newly created application. Each provider has a slightly different interface, but all of them should provide a way to download this document. It should have a filename ending with “.xml”.

Step 4 – Upload identity provider metadata to Kudos

Back on the Kudos platform, upload the file you downloaded in the previous step:



The screenshot shows a form titled "Identity provider information". On the left, there is a sub-header "Identity provider information" followed by the text: "You can either download this information and upload here, or manually copy and paste these fields from your identity provider". On the right, there are two radio button options. The first option is "Upload identity provider information (metadata.XML)", which is selected. Below this option is a button labeled "Select a file". The second option is "Enter identity provider information manually", which is not selected.

Click Save to complete the Kudos setup.

Step 5 – Upload service provider metadata

Back in your identity provider, locate the “upload service provider metadata” feature. Upload the file you downloaded from Kudos (in step 1). It should populate all the URLs automatically.

If your provider does not provide an upload feature, you can still enter the parameters manually. The values to enter can be copied from the Kudos Provider information page, which can be found as follows:

The image shows two screenshots from a user interface. The top screenshot displays the 'Microsoft Entra' provider configuration. It includes a toggle switch labeled 'Enabled' which is turned on, and a text box 'Require SSO for all users' which is turned off. A dropdown menu is open, showing options 'View Kudos provider information' and 'Delete'. The bottom screenshot shows the 'View Kudos provider information' page. It features a 'Kudos provider information' section with a 'Download' link, and three input fields for 'Entity ID', 'Audience (ACS)', and 'Name ID format', each containing a URL and a copy icon. A 'Go back' button is located at the bottom right.

Microsoft Entra
Connection established Oct 8, 2025

Enabled

Require SSO for all users

View Kudos provider information

Delete

← View Kudos provider information

Kudos provider information
You can either download this information to upload to your SSO provider, or copy and paste it directly into your provider's setup fields

Download

Entity ID
https://api.kudosapp.dev/identity/tenants/c183c...

Audience (ACS)
https://api.kudosapp.dev/identity/samlProviders...

Name ID format
urn:oasis:names:tc:SAML:2.0:nameid-format:per...

Go back

Be sure to copy the values shown in your account. Do not copy the values shown in these screenshots!

Step 6 – Configure claims

Claims are additional attributes about the user that are made available to Kudos when users log in via SSO. Kudos supports several claims, as described below:

Name Identifier Claim

This claim is required. It will not work without it. The attribute chosen for this must be something that does not change during the lifetime of your users. For this reason, email addresses are not recommended because they often change. Most providers have an alternative ID attribute that is constant and should be used for this purpose. This will avoid duplicate users being created in your Kudos account when people's email addresses change in the future.

Claim Name	nameidentifier
Namespace	http://schemas.xmlsoap.org/ws/2005/05/identity/claims
Name Identifier format	Persistent
Source	<i>(Specify a unique, stable ID attribute for your users, e.g. a user ID or employee ID)</i>

Email Claim

This claim is required. It will not work without it.

Claim Name	Email
Namespace	<i>(Do not specify, leave empty.)</i>
Source	Specify the attribute in your user directory that corresponds to the work email address you want to use for users logging into kudos.

First Name Claim

This claim is optional. It is used to automatically set users' display names on first log-in. If it is not present, a display name will be automatically generated from their mailbox.

Claim Name	FirstName
Namespace	<i>(Do not specify, leave empty.)</i>
Source	Specify the attribute in your user directory that corresponds to the given name for your users

Last Name Claim

This claim is optional. It is used to automatically set users' display names on first log-in. If it is not present, a display name will be automatically generated from their mailbox.

Claim Name	LastName
Namespace	<i>(Do not specify, leave empty.)</i>
Source	Specify the attribute in your user directory that corresponds to the given name for your users

Step 7 – Review settings

Some providers require additional information to complete setup. Please review these settings in your provider and ensure they are correct.

SAML Version	2
Signing Option	Sign SAML response AND assertion
Signing Algorithm	SHA-256
Relay State	<i>(Do not specify, leave empty.)</i>
Logout URL	<i>(Do not specify, leave empty. If required, set to your kudos account's domain.)</i>